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Report of Meeting 10:00 to 11:00 with [ ] 11 September 1956,  
to coordinate the Case Officers Finance Handbook.

The meeting was held in [ ] office 1050 "L" Building with the follow-  
ing persons present:

[ ] Executive Assistant to DD/P  
[ ] Compt. Rep., SSA/DDS  
[ ] [ ] ry to Mr. [ ]  
[ ] [ ] Area Records Officer, OTR  
[ ] [ ] Finance Instructor, AT/IS/OTR

[ ] said the purpose of the meeting was to resolve the differences  
and exceptions taken by [ ] in his recent memorandum of 29 June and  
that [ ] would handle the discussion for OTR.

Using [ ] memorandum of 16 August as his basis for discussion  
[ ] took the items point by point:

Item "b" pertaining to the use of humorous illustrations was the point of  
most discussion. [ ] stated that he was definitely opposed to any  
illustrations in any agency regulations, unless they were of the highest artistic  
calibre and were pertinent to [ ] activities: He gave as his reasons  
for this opposition:

- a. Such illustrations detract from the purpose of the book.
- b. When they are of poor qualities, as these are, they are the  
subject of ridicule by professionals who know good work.
- c. They insult the intelligence of the people for whom they  
are intended.

[ ] pointed out that the purpose of the illustrations was to stimulate  
the interest of the case officer in reading the book; to induce him to open  
it and see what it is about. It was pointed out by [ ] that the consensus  
of all others who had coordinated the book was that the illustrations were a  
definite asset and helpful. [ ] replied that regardless of that,  
he did not agree and could not see them, that the book could not go to the  
field unless it was authenticated by him and he would not authenticate any  
publication with such illustrations.

[ ] discussed with him the possibility of using an attractive and eye-  
appealing cover to the book, in lieu of illustrations. This [ ] would  
not agree to. His feeling is that any "appeal" should be written in the for-

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25X1 word and that anyone who receives the book will at least read the forward.  
25X1 [ ] stated that as long as the book could not be issued without [ ]  
25X1 authentication, and as he would not authenticate it with the illustrations  
25X1 therein he could see no alternative but to remove them. [ ] said that  
25X1 was correct if it were to receive his approval.

25X1 At this point [ ] said that although he liked the illustrations, in  
25X1 view of the fact that their removal would not materially affect the purpose  
25X1 or text of the book he had no serious objection to their removal.

25X1 Item "c" was also a subject of considerable discussion. [ ] felt  
25X1 keenly that regulations pertinent to the material should be quoted. [ ]  
25X1 and [ ] pointed out that the inclusion of quoted regulations at  
25X1 various paragraphs tended to clutter up the text, break continuity of reading  
25X1 and as stated in [ ] memorandum make corrections of changed regula-  
25X1 tions difficult.

25X1 [ ] pointed out that one of the principal defects with a previous effort  
25X1 was the fact that it was loaded with quotations and references to regulations  
25X1 and was discarded as just a "rehash of regulations".

25X1 [ ] pointed out that at one point in the production of the book the  
25X1 thought was to put pertinent regulations in bibliography form in the back of the  
25X1 book, but the idea was discarded in a previous coordination, and replaced by  
25X1 a glossary of terms.

25X1 [ ] said he would agree to having pertinent regulations quoted at the  
25X1 end of the book in bibliography or appendix form and would not insist on  
25X1 having them referenced directly in the text.

25X1 Item "d" [ ] pointed out that originally the two orders of responsibility  
25X1 had been as [ ] wants them and the present change was made to satisfy  
25X1 the Office of General Counsel.

25X1 [ ] felt General Counsel was not competent to determine  
25X1 the order of accounting responsibilities and both believed the present order  
25X1 should be reversed. [ ] stated he had no objection to reversal as it  
25X1 was put in its present order only to please General Counsel.

25X1 Item "e" [ ] both felt that the addition of this phase  
25X1 would not confuse the case officer, but would simply be an additional warning  
25X1 to him to be certain he had his superior's approval in his actions. [ ]  
25X1 said if it was certain no confusion would be caused by its inclusion he  
25X1 had no further objection.

25X1 Item "g" [ ] pointed out that the draft had been edited by [ ] of  
25X1 Regulations Control for the stated purpose of putting the book in a consistent  
25X1 person. [ ] said that although that may be so obviously [ ] had  
25X1 missed several instances and these should be corrected. [ ] said that  
25X1 as he understood such editing was the function of Regulations Control.

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Item "h" [ ] said he was of the opinion that sterilization was also a function of Regulations Control and it had been assumed that prior to final release someone in Regulation Control would edit if for purposes of official sterilization. [ ] did not know for certain on this point but said if this were so then Regulations Control should do so.

Item "i" Considerable discussion revolved around this item. [ ] pointed out that in most issuances definitions were placed in the beginning as well as in a glossary in the rear in order that the key definitions would be firmly in mind when the book was read. After considerable discussion the suggestion was made by [ ] that all definitions could be put in the front as is usually done in other publications, eliminate the glossary in the rear, and thus meet the objection of duplicating the definitions.

Item "l" After considerable discussion [ ] deferred his decision on this item to [ ] who felt the item should be retained. It was agreed to retain it.

Para 2 - [ ] pointed out that he had no objection to another review by [ ] however, in view of the expressed desire of the DDS, that this work be expedited any additional reviews would simply delay its final production that much longer. [ ] pointed out that he had not intended that OTR return the work to him for review, but rather that after all corrections are made it must be sent to him by Regulations Control for without his authentication it cannot go to the field. He further stated that regardless of DDS's desires it could not go out without his approval, however, he emphasized his desire to get it out as quickly as possible.

At this point [ ] again remarked that in view of the fact that [ ] approval was required prior to publication, and if he would not approve without the above changes there appeared no alternative but to make the requested changes if it was to be published.

The meeting then ended.

Comments of [ ]

From the above it appears that unless a publication is authenticated by [ ] it cannot be distributed to the DDP complex. Therefore, it appears there is no alternative to making the changes [ ] requests, if it is still intended to publish this book as an official handbook.

Comments of [ ]

In view of the above, the continuing work on various issuances for field use appears to be "Love's Labour's Lost". It is suggested that this duty be taken over by some other office as these channels are necessary for any other field publications. It is assumed that [ ] represents the Office of the Comptroller and completely acquiesces to the desires of [ ]

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